APPLICATION FOR ACCESS TO PERSONAL RECORDS
(non-health records) (UNDER THE DATA PROTECTION
ACT 1998)

Background

With effect from 1st March 2000, the Data Protection Act 1998 came into force, and provides the person
to whom the information relates rights of access to automated, manual data in a relevant filing system and
information processes.

People who can apply include the individual (data subject) about whom the records has been compiled, or
someone acting on behalf of the Data subject (e.g. by written authorisation, exercising parental rights,
court appointment).

Rights

The Act gives rights of access, but the record holder may withhold information which might cause serious
harm to the physical or mental health of the data subject or any other person. If there is information held
on record that will identify any third party, then we may need, under certain circumstances, to seek their
permission prior to disclosure. The record holder does not have to disclose the fact that information has
been withheld.

You can ask for corrections to the record, and you are entitled to a copy of the correction or, if the record
is not corrected, the record holder’s note of the request and any discussion.

People applying for copies of their personal records will be charged a fee which covers the copying costs.
If a person wishes to have a copy of the automated record then a fee will be charged for the copies. The
maximum charge under the Regulations is £10 per request to each data controller.

If you think you may not have received all the information you are entitled to, your rights will then be
explained to you. Where the holder of the record is the hospital, you should take the matter up in the first
instance with the Information Governance Officer on 01865 572470

Confidentiality

Individuals have a right to have their personal information kept confidential, and record holders are obliged
to be satisfied that an applicant is the individual, or is otherwise entitled to access the patient's records. At
the least, we will need to check your identity, but we may also have to make further enquiries.

These rights are in addition to existing informal voluntary arrangements made in the hospital for allowing
patients to see their records at the discretion of the health professional responsible for their care and
treatment.

Address for completed requests:

For the attention of: Information Governance Team,
Level 3 Academic Block,
John Radcliffe Hospital,
Headley Way
Headington,
Oxford
OX3 9DU
## Details of the records to be accessed:

<table>
<thead>
<tr>
<th>Data subject:</th>
<th>Surname: .................................................................</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maiden Name or any previous Name:</td>
</tr>
<tr>
<td></td>
<td>Forename(s): ..................................................................</td>
</tr>
<tr>
<td>Address:</td>
<td>..................................................................................</td>
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<td></td>
<td>..................................................................................</td>
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<td></td>
<td>..................................................................................</td>
</tr>
<tr>
<td>Post Code:</td>
<td>.................................................................</td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>........../........../........</td>
</tr>
<tr>
<td>Any reference numbers:</td>
<td>(please state).....................................................................</td>
</tr>
</tbody>
</table>

Please define the type of information you are requesting.

<table>
<thead>
<tr>
<th>Paper records</th>
<th>Computer records</th>
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<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Other</th>
<th></th>
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</tbody>
</table>

You are not required to give the reasons for your request, but sometimes this may help us locate the information you are looking for. If you are dissatisfied with your treatment, it would be helpful to the Trust to know this, to help us raise the standard of our service to patients. Please include a brief note below:


Details of applicant (if different from Page 2):

<table>
<thead>
<tr>
<th>Name:</th>
<th>Surname: ........................................................................................................</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Forename(s): ................................................................................................</td>
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<tr>
<td>Address:</td>
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<tr>
<td>Post Code</td>
<td>.......................................................................................................................</td>
</tr>
<tr>
<td>Please state</td>
<td>relationship: ...............................................................................................</td>
</tr>
</tbody>
</table>

Declaration:

I declare that the information given by me is correct to the best of my knowledge and that I am entitled to apply for access to the health records referred to above under the terms of the Data Protection Act 1998.

Please tick

I am the Data subject concerned  

I am the Data subject representative and:

- I have been asked to act on the Data subject’s behalf and attach written authorisation
- The Data subject concerned is under age 16
- I am acting in loco parentis and the Data subject concerned is incapable of understanding the request

Signature of applicant: .................................................................

Date:  .................................................................
Proof of Identity:

We must see original documents and are unable to accept photocopies. Please note that we will return all documents sent to us via recorded delivery.

However, certified copies can be accepted, these can be obtained from the post office (fee is applicable) or a copy of the document which has been signed and certified by a professional (see page 5), not related to you, must include the following declaration:

“I, ………………………, certify that these are true copies of the original document.
Signed: ……………………… Date ………………… Job Title ………………….”

A list of documents is provided below. Please indicate which documents have been included as proof of data subject’s identity (please tick). If you do not have these documents please contact the Access Team on 01865 226911/12.

I am the Data subject's representative and:

- Driving License issued by a member state of the EC/EEA
- Full Valid Current Passport or ID Card issued by a member state of the EC/EEA or Travel Documents issued by the Home Office or Certificate of Naturalisation or Registration or Home Office Standard Acknowledgement Letter (SAL)

NB – if you do not have photo ID a birth/adoption certificate will be accepted.

- Birth Certificate or Certificate of Registry of Birth or Adoption certificate

If the Data Subject's name is now different from that shown on the document you submit, you must also supply original documentary evidence to confirm the Data Subject's change of name e.g. Marriage Certificate, Decree Absolute or Decree Nisi papers, Deed Poll or Statutory Declaration.

We also require proof of the data subjects address by sending one of the following documents:

- Gas, electricity, water or telephone bill in the Data Subject's name for the last quarter
- Council Tax demand in the Data Subject's name for the last quarter
- Bank, building society or credit card statement in the Data Subject's name for the last quarter
- Letter to Data Subject from solicitor/social worker/probation officer in the last quarter

If you choose to deliver your documents in person, we will do our best to process these on the day. If not we will return documents to you by recorded delivery.
Examples of recognised professions include:

- accountant
- airline pilot
- articled clerk of a limited company
- assurance agent of recognised company
- bank/building society official
- barrister
- chairman/director of limited company
- chiropodist
- commissioner for oaths
- councillor, eg local or county
- civil servant (permanent)
- dentist
- director/manager/personnel officer of a VAT-registered company
- doctor
- engineer - with professional qualifications
- financial services intermediary, eg a stockbroker or insurance broker
- fire service official
- funeral director
- insurance agent (full time) of a recognised company
- journalist
- Justice of the Peace
- legal secretary - fellow or associate member of the Institute of Legal Secretaries and PAs
- licensee of public house
- local government officer
- manager/personnel officer of a limited company
- member, associate or fellow of a professional body
- Member of Parliament
- Merchant Navy officer
- minister of a recognised religion - including Christian Science
- nurse - RGN or RMN
- officer of the armed services
- optician
- paralegal - certified paralegal, qualified paralegal or associate member of the Institute of Paralegals
- person with honours, eg an OBE or MBE
- pharmacist
- photographer - professional
- police officer
- Post Office official
• president/secretary of a recognised organisation
• Salvation Army officer
• social worker
• solicitor
• surveyor
• teacher, lecturer
• trade union officer
• travel agent - qualified
• valuer or auctioneer - fellows and associate members of the incorporated society
• Warrant Officers and Chief Petty Officers